Fermilab

Create Job Requisition	Approved Job Requisition	Change Job: Transfer

In order to transfer a worker, two different processes must be completed in FermiWorks:

1. **Create a Job Requisition: Transfer**
2. Change Job: Transfer

This is the first process. A job requisition must be created and approved in FermiWorks in order to move a worker into an open position within your Supervisory Organization. Creating a job requisition is required by the business process to perform the transfer to the new organization. A transfer requires an approved job requisition to select the vacant position the worker is moving into.

1. Type **Create Job Requisition** in the Search box.

2. Press **Enter**.

3. Select **Create Job Requisition** from the Search Results list.

4. If you are responsible for direct reports in more than one **Supervisory Organization** select the Prompt in that field, drill down and select the appropriate **Supervisory Organization**.

   If you are only responsible for one Supervisory Organization this field will be auto populated.

> **NOTE:** A Supervisory Organization groups workers into a management hierarchy. A supervisory organization can be a department, group, or project. Jobs, positions, and compensation structures are associated with supervisory organizations and workers are hired into jobs or positions associated with a supervisory organization.
>
> All fields with a red asterisk (*) are required fields. All Fermilab required fields may not have a red asterisk. A validation error message displays to identify these required fields.
>
> For all required fields, always use the Prompt and select from the list that displays (if available).

5. Select **For Existing Position** if the position isavailable in the supervisory organization the employee is transferring to.

> **NOTE:** Discuss who will create the job requisition and the Change Job > Transfer process. In some cases the receiving supervisory organization may not have the security level to perform the Change Job > Transfer process.
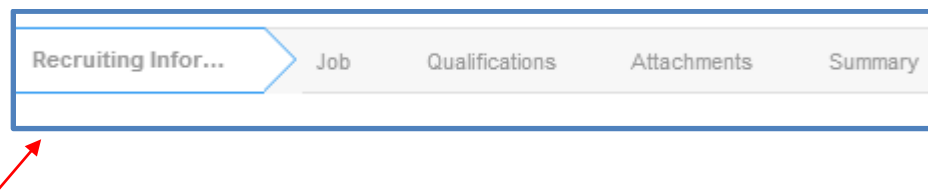
6. Click Prompt, drill down and select from the list vacant positions within the Supervisory Organization.

7. Verify the **Worker Type** is correct.

> **NOTE:** If this requisition is for an on-call position, the worker type is employee.
>
> A contingent worker is not on the Fermilab payroll. This includes: authorized guests, contractors, other visitors (school teacher, scientist or researcher, student, technicians).

8. Click **OK**.

The **Recruiting Information** section displays.

The chevrons display the sections to be completed. A green check mark (✓) displays to the right of the section(s) completed.

1. The **Number of Openings** defaults to one.

2. **Reason:** Click Prompt > Create Job Reqisition > Administrative > Promotion or Transfer.

3. Enter the **Recruiting Start Date**. Enter today's date. If a future date is entered, this open position will not be visible in the manager's My Open Job Requisitions worklet until that future date.
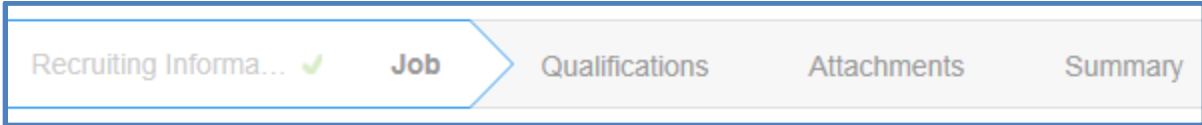
> **NOTE:** You cannot hire or promote someone before the recruiting start date or target hire date. For example, if you are entering the Administrative requisition and enter the recruiting start date and target date using 5/2, the effective date cannot be before 5/2.

4. Enter the **Target Hire Date**. Enter the next Monday. This will enable Payroll to properly process the transfer in the legacy system.

5. Click **Next**.

The **Job** section displays.

Recruiting Informa... ✓	**Job**	Qualifications	Attachments	Summary

A green check mark (✓) displays to the right of the section(s) completed.

1. Click **Job Posting Title** to open the fields.

2. Enter the 'worker's name/Transfer' after the **Job Posting Title** that auto populates.

> **NOTE:** To mark this job requisition for a transfer, enter the Job Posting Title, then '/Transfer.' For example, enter 'Administrative Assistant V/Transfer' so it will be easy to recognize the job requistion created specifically for a transfer in the list of open job reqisitions that display in the manager's My Open Job Requisitions worklet on the FermiWorks Home page.

The **Job Profile** field auto populates.

3. **Worker Sub-Type:** Click Prompt > For Current Country > Regular. This is an additional categorization of the job profile.

4. The following fields auto populate:

   - **Time Type**
   - **Primary Location**

> **NOTE:** CERN in Batavia, Illinois is used for workers who are located at CERN and are paid by Fermilab.

5. Click **Next**.

The **Qualifications** section displays.

No qualifications are required for job requisitions for transfers.

Click **Next**.

The **Attachments** section displays.

No attachments are required for job requisitions for transfers.

Click **Next**.

The **Summary** section displays.

> **NOTE:** Verify the Organization Assignments are correct. This section **MUST** be completed. This should reflect the organization assignements the employee is moving to.

1. Read the Help Text at the top of the window. Click each link to review the details.

2. Click **Guide Me** to return to any section to make any changes. Or click the pen and paper icon to make changes directly in the Summary section.

3. Click **Submit**.

Once the Job Requisition for a transfer is approved, the requisition displays in the manager's My Open Job Requisitions worklet on the FermiWorks Home page.

View Job Requisition Progress Status

1. Open your FermiWorks Inbox.

2. Click **View Inbox**.

3. Click the **Archive** Tab.

4. Click the **Job Requisition** Action.

5. Click the **Process** tab.

6. Review the table to see the status.

After the Job Requisition for a transfer is approved, the second process Change Job: Transfer can be initiated in FermiWorks.